ENCOMPASS
Town Hall

September 11, 2007

Agenda

- Project Updates – Steve Daniels

- Business Process Updates – Steve Daniels

- Internal Controls – Steve Daniels

- Budget Checking and other Batch Processes – Jim Welsh

- Training – Daniel Kinnamon

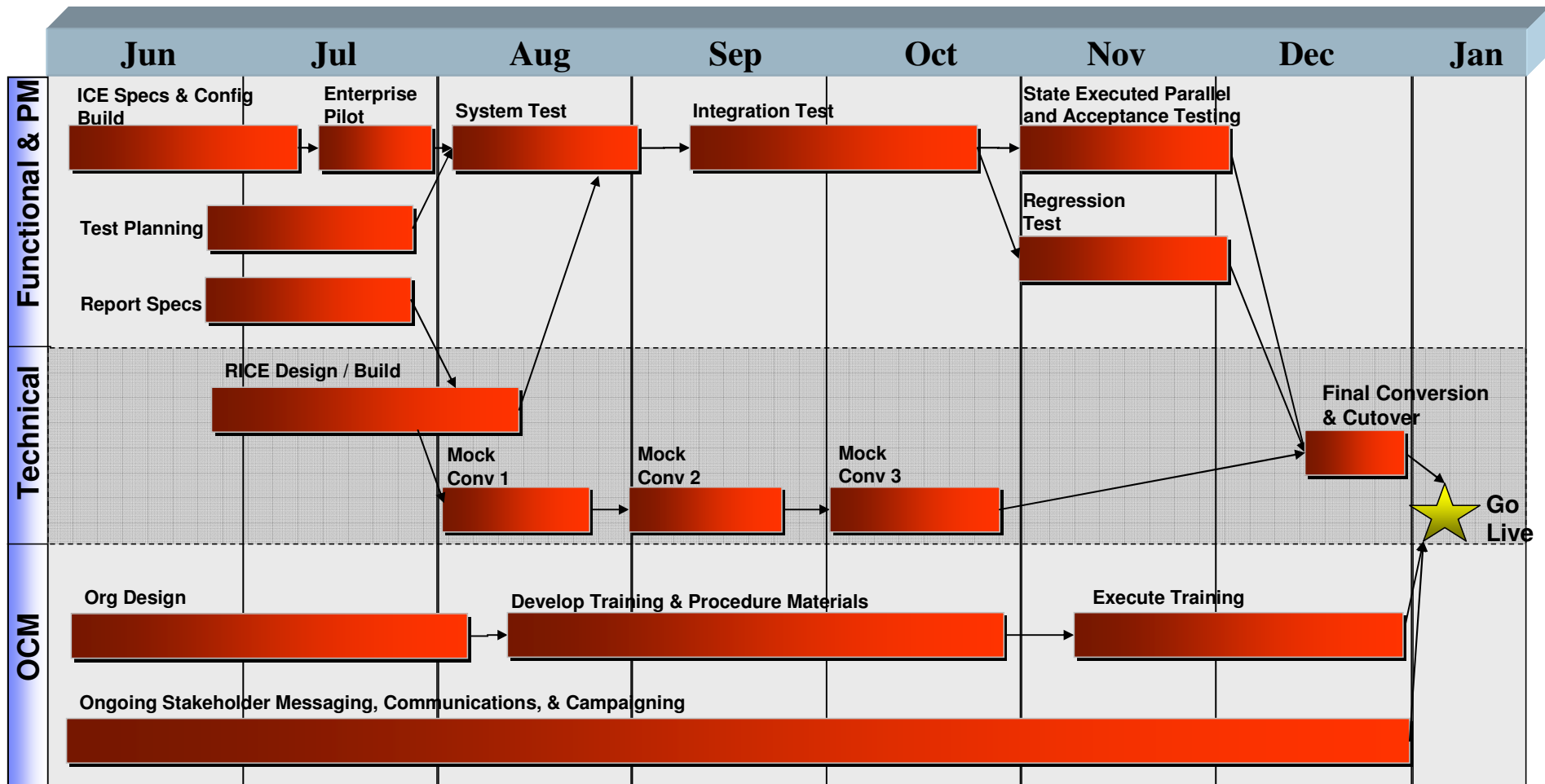- Special Disbursing Officer (SDO) Accounts – Daniel Kinnamon

Global Business Services

Project Updates

Project Updates

Project Schedule

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Functional & PM	ICE Specs & Config Build	Enterprise Pilot	System Test	Integration Test		State Executed Parallel and Acceptance Testing		
	Test Planning					Regression Test		
	Report Specs							
Technical		RICE Design / Build	Mock Conv 1	Mock Conv 2	Mock Conv 3		Final Conversion & Cutover	Go Live
OCM	Org Design		Develop Training & Procedure Materials			Execute Training		
	Ongoing Stakeholder Messaging, Communications, & Campaigning							

Project Updates

System Testing Update

- During the month of August, the ENCOMPASS Project Team developed and successfully executed 100+ test scripts

- Internal Control workgroup continues to test core scripts as part of user security definitions

- Conclusion of integration testing = key milestone for testing of all objects

Project Updates

Project Plan Checklist

- The ENCOMPASS project team has developed some additional templates to accompany the project plan checklist:

  - <u>Baseline PeopleSoft Training Template:</u> used to assess current PeopleSoft capabilities of your staff and to identify additional training needs

  - <u>Internal Controls Template:</u> used to document how your agency conducts its financial processes; specifically, who initiates, enters, and approves your agency's financial transactions for requisitions, purchase orders, payment vouchers, assets, and general ledger

- Agencies should utilize the new templates in conjunction with completing and executing the activities listed project plan checklist that was developed from the ENCOMPASS Agency "Top Ten" Action Items list

Project Updates

Project Plan Checklist (cont.)

- The ENCOMPASS Project Team has developed a **Readiness Assessment Dashboard** to track agency progress in completing the activities listed in the project plan checklist

- The ENCOMPASS Project Team will assign a red or green rating for each dashboard activity

RED	Agency needs to address activity in preparation for ENCOMPASS go-live; red status can signify that agencies have not addressed the activity or that agencies are executing the activity, but still need to make significant progress
GREEN	Agency has addressed the activity and or is in the process of addressing the activity; green signifies that the agency is on the proper track to completing the activity; all activities will not be applicable to all agencies, green can also signify this situation (e.g. the need to implement the new file formats)

- The ENCOMPASS Project Team will use the dashboard to highlight and address areas where it appears that agencies are falling behind

Project Updates

Project Plan Checklist (cont.)

- The **Readiness Assessment Dashboard** includes the following activities:

  - Balance and Reconcile (revenues/expenditures, purchase orders, and assets)

  - COA Mapping (core and project chartfields)

  - SDO Accounts (review and close unnecessary accounts)

  - Baseline PeopleSoft Training (current state assessment template)

  - Internal Controls (current state assessment template)

  - Common File Formats (plan to update payment systems)

  - Policies and Procedures (plan to update if applicable)

  - Project Management (project plan checklist, attend ENCOMPASS events)

Project Updates

Balancing and Reconciliation

- We will close GL module for the August accounting period on September 24

- Reconcile open financial transactions in PeopleSoft to the financial transactions maintained by AOS (financial objects 1-5, purchase orders, and assets)

- New recon tool available for Fixed Assets on ENCOMPASS site

- See the Balancing and Reconciliation Handbook located on the ENCOMPASS website for detailed instructions; September workshops:

  – Thursday, September 20 & Thursday, September 27

FY 2008 Accounting Period	Month	Accounts Payable Accounting Period Close Date	Balancing Reconciliation Completion Date	General Ledger Accounting Period Close Date
2	August	September 1, 2007	September 19, 2007	September 24, 2007

Project Updates

<u>Chart of Accounts (COA)</u>

- The new Account listing is available for review on the ENCOMPASS website

  – The file "Proposed ENCOMPASS Account Listing 8 30 07" is available in the "ENCOMPASS Documents" Directory under the "Chart of Accounts" Folder

  – Listing includes the new ENCOMPASS Accounts and where applicable, the Current Object / Fund / Center that will be Mapped to these Accounts

- Accounts will be centrally mapped by the ENCOMPASS Project Team

- If there are additional Accounts that you require, please send an e-mail these new requested Accounts to ENCOMPASS

Project Updates

<u>COA – (cont.)</u>

- The new Fund listing will be available for review on the ENCOMPASS website (new Fund listing will be posted to the same directory/folder as the Account Listing)

- Funds will be centrally mapped by the ENCOMPASS Project Team

- Each existing Fund Center combination will be mapped to a new Fund, with the following exceptions:

  - Prior Year Fund Centers – Mapped to Fund & Budget Reference

  - Federal Fund Centers – Mapped to Fund & Project

  - Capital Fund Centers – Mapped to Fund & Project

Project Updates

COA – (cont.)

Federal Funds:

- There will be one Federal Fund per State agency per Federal Granting agency; examples:
  - DNR US Dept of Interior Fund
  - DNR US Dept of Transportation Fund
  - INDOT US Dept of Transportation Fund

- Exception: Different Federal Funds will be required if either a CAFR Major Fund or two different CAFR Fund Types are involved

- Projects will be utilized to separately track individual Federal Grants and Federal Appropriations currently reported in distinct Federal Fund Centers

Project Updates

COA – (cont.)

Capital Funds:

- There will be one Capital Fund per State agency per State legal Fund (i.e., existing four digit Fund designation); examples:
    - DHS Capital General Fund
    - DNR Capital General Fund
    - DNR Capital Special Revenue Fund

- Projects will be utilized to separately track individual Capital Projects and Capital Appropriations currently reported in distinct Capital Fund Centers

Project Updates

Chartfield Mapping

- A significant number of additional chartfield combinations have been extracted from PeopleSoft and added to the mapping tool that agencies will need to map

- The ENCOMPASS OCM Team is analyzing the validity of the mapped chartfields and will be following up with each Business Unit to discuss results and corrections that need to be made

- Chartfield mapping is critical to the success of conversion testing that is taking place now up through go-live and also for the cutover to ENCOMPASS in January

- Agencies will need to continue mapping efforts through December as new chartfield strings are added to the mapping tool

Project Updates

Chartfield Mapping (cont.)

We have started Project Chartfield mapping

- Twelve agencies have had their new Project Chartfield values loaded into the mapping tool and will begin mapping immediately

- A second group of Business Units that currently use the Project Costing module are in the process of submitting their new values and will also soon start their Project Chartfield mapping

- Agencies that have Federal Grants and or Capital Projects will need to enter them in ENCOMPASS (even if they are not currently using the Project Costing module)
  - Starting next week, agencies will be provided training on the Project Costing module and the State approach to Federal Grants and Capital Projects
  - Once training is complete, agencies will submit project chartfield values and then begin Project Chartfield mapping

Business Process Updates

Business Process Updates

- After receiving feedback, we have made a few updates to business process changes that were presented during the Enterprise Pilot Delta sessions on July 26-27 and during the August Town Hall

- <u>Report of Collections (ROC):</u> approval process has been streamlined to ensure funds are deposited with the Treasurer (TOS) as quickly as possible

  – We have removed the requirement of an agency wet signature on the ROC form and having agency managers approve the PeopleSoft deposit entry prior to generating the ROC

  – Instead, agency managers will approve the agency created accounting entries associated with the deposit in a later stage in the process

Business Process Updates (cont.)

- <u>Receivers:</u> the process has been changed to remove the mandatory requirement that an Asset Tag Number field, Custodian field, and Location field be entered on all receivers

  – We encourage you to complete these fields in the receivers, but they will not be required fields

  – We are making this change to ensure the receiver can proceed to the voucher payment process to ensure timely payment

  – These fields must be completed eventually within the Asset Management module

Internal Controls

Internal Controls

Role Implementation

- Newly defined roles designed for systems internal controls are now being tested

- Next step – SBA and SBOA will pilot these roles as small agencies; a pilot will then be conducted with two larger agencies

- Completed roles will be fully defined and named so that agencies can fit staff into the roles

- Goal – to have all agencies converted to new roles in November

- Printable flowcharts for internal control processes broken down into letter or legal size will be available on ENCOMPASS website by the end of this week

Budget Checking and Other Batch Processes

Budget Checking and Other Batch Processes

- Changes for all Business Units

- Changes for all Accounts Payable Administrator Roles

- Changes for Accounts Payable Operator Roles

Training

Training

- **LOCAL FIRM ENTAP CHOSEN**

  – Beginning in November 2007, ENTAP will be delivering end-user training for PeopleSoft:

    • General Ledger, Accounts Payables, EPro, Accounts Receivable, and Asset Management.

  – In October you can expect to receive announcements and enrollment requests to sign up for these courses

  – In mid-October on the ENCOMPASS web site course agendas and descriptions will become available

Training Focus

- The focus of the training is to demonstrate how the "State of Indiana" utilizes PeopleSoft; thus, standardizing processes across all agencies as this data flows to the Auditor of State

  - Course work will concentrate on end-users as opposed to configuration team members

  - Specifically, the classes will be designed to answer the question "how do I do this process as opposed to "why do we do it this way"

  - Evaluations will be done for each participant on their skills readiness

  - Attendance will be taken by agency and individual's attendance will be tracked – training is mandatory for ALL users

Training/Support Post-Implementation (after Jan.2)

- **Post Implementation Training/Support**

  – Utility Productivity Kit (UPK) – self service web-based training you can do from your desk

    • Pick an entire module (A/P, G/L, A/R or A/M) or a specific exercise (enter Voucher, Enter JE, etc.)

  – Help Desk

    • Phone in support

    • One on One training

    • Workshops support

  – Web casts with point of emphasis updates

Global Business Services

Special Disbursing Officer (SDO) Accounts

SDO Accounts

AUDITOR OF STATE SDO ACCOUNT POLICY

- Agencies must submit a letter of justification along with State form 49068 for any changes to their SDO; this should include detail of why the advance dollar amount is being requested as well as the single purchase limit

- The letter will carry a great deal of weight in determining:
  - Whether a new SDO account will be approved
  - What the advance loan amount will be
  - What the single purchase limit will be

- This form/letter is routed to IDOA who reviews the request and then forwards it to AOS with their recommendation

SDO Accounts (cont.)

- The Auditor's office will conduct an on going review of spend/payment activity of all SDO accounts that are currently open prior to September 2007.

  – These will be subject to new letters of justification.

  – They will also be subject to modifications/closing of open accounts when there is not sufficient justification or research indicates inappropriate spend/payment.

SDO Accounts (cont.)

- Some guidelines concerning what a "reasonable" SDO should look like are:

  – Advance not above $5,000

  – SPL not more than $500

  – No Petty Cash Accouts (PeopleSoft) attached to SDO account – All accounts must become a one to one relationship

  – All expenditures are one time payments to one time vendors

  – If a vendor is in the vendor file; payment should be made by claim voucher (There are SDO vendors in the vendor file because of payments that are reportable to the IRS and the Federal ID number is necessary to this process. They are entered with an SD sub code in VINQ and a similar notation will be developed for PeopleSoft vendor file.

  – SDO bank account entered in PeopleSoft

  – All SDO payments recorded in PeopleSoft, this includes any manually recorded SDO payments and SDO payments that are processed through pay cycles in a timely manner (preferably 3 business days)

  – All SDO reimbursements should be entered into PeopleSoft; the Auditor's office will no longer provide diskettes formatted for SDO outside of PeopleSoft

  – SDO account should be reconciled monthly in PeopleSoft

Contact Information

- **Steve Daniels, State Budget Agency**
  - e-mail: sdaniels@sba.in.gov phone: (317) 232-2974

- **Daniel Kinnamon, Auditor of State**
  - e-mail: dkinnamon@auditor.in.gov phone: (317) 233-9817

- **Marilyn Rudolph, State Board of Accounts**
  - e-mail: mrudolph@sboa.in.gov phone: (317) 234-4929

- **Jim Welsh, GMIS Office**
  - e-mail: jwelsh@iot.in.gov

Contact Information (cont.)

- **ENCOMPASS Website**

  – http://myshare.in.gov/sba/encompass

- **ENCOMPASS Email Address**

  – encompass@sba.in.gov

- **If you are having technical issues, submit them to GMIS**

  – http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp

We Welcome Your Feedback / Questions / Comments

Global Business Services

Questions and Answers Session